

# TRENTON BOARD OF EDUCATION

*"Children come first. Los niños son primero"*

Mr. Alfonso Llano  
Acting Superintendent of Schools



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Dear Parent or Guardian:

In March 2020 our school district had to make the decision to transition from in person learning where students reported to a brick and mortar building to a 100% remote/virtual instructional program. We understand the 100% remote instructional program caused a shift in teaching and learning for both students and teachers. As a school community we met these challenges head on, learned new technological skills, provided Chromebooks and hotspots to students so they can fully attend and participate in all virtual classes. In addition, we developed new and creative ways to maintain communication with our parents and provide support to our students.

After many months of planning, on **Monday, May 3, 2021** the Trenton Public School District will move to the Phase II Instructional Program. The Phase II Instructional Program provides students the option to continue with 100% Remote Instruction or for students to attend the Hybrid Instructional Program that provides students with two (2) days in school and three (3) days at home.

We are pleased to have you as partners in this educational year. As the year progresses, if you have questions or concerns, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, please ask to speak with the teacher directly. Each teacher has a preparation period every day that can be used to address parental concerns. If it deals with the overall program, safety, curriculum or activities, please contact the main office.

## **SAFETY:**

The safety of students and staff members is of the utmost importance. Every person on school property must observe social distancing and wear a properly fitted face covering in accordance with CDC guidelines. This applies to students and parents/guardians/siblings. Please help your student become comfortable wearing a face covering correctly (covering the mouth and nose). Students will need to have their face covering on for the entire day, so this is something that they should begin getting used to now.

## **SCHOOL HOURS:**

The in-person session for elementary students is from 8:45am to 1:00pm. **ALL STUDENTS MUST BE PICKED UP PROMPTLY AT DISMISSAL. STUDENTS NOT PICKED UP ON TIME PRESENT A SAFETY ISSUE AND PARENTS MAY BE ASSESSED A \$10.00 LATE PICK UP FEE AFTER THE THIRD LATE PICKUP.** In an effort to maximize instructional time and student achievement, we ask that unless there is an emergency, you do not pick up your child for early dismissal on their cohort's in-person days. Your child will only be in-person two days a week and early dismissals are very disruptive. If you have to pick your child up early, please provide prior notice to the main office. **THERE WILL BE NO EARLY DISMISSALS AFTER 12:30PM.**

**SCHEDULE:**

School will be in session on a cohort schedule. All students who did not elect to remain fully remote, have been assigned to cohort A or cohort B. **Classes will begin at 8:45am and conclude at 1:00pm.** Students should arrive at school at 8:45am, no earlier, as breakfast will be a “Grab-n-Go” meal eaten in the homeroom class.

**STAGGERED RE-OPENING:**

Week of May 3 <sup>rd</sup>	K-2 <sup>nd</sup> Grade Hybrid Students Only Mrs. Costa’s Class and Ms. Kunkel’s Class
Week of May 10 <sup>th</sup>	All 3 <sup>rd</sup> -5 <sup>th</sup> Grade Hybrid Students Start

**SAFETY RULES:**

We know that we are at the very end of the school year, but it is also a good time to stress the importance of safety in school zone. We feel that this is important both at school and at home. We appreciate the families that live within walking distance who let their children walk to school. It is not only good physical exercise and training, but also it cuts down on the traffic hazard around our school. We have been very fortunate in the area of traffic injuries, and in order to continue this record, please carefully read the following safety rules:

1. Observe the speed zones around our school.
2. Pick up children and let them out only from the right side of the car, and only from the street nearest the building. If you must let them out from the side of the street away from the building, be sure to insist that they go to the corner to cross the street so that they will not dash out into the street behind or between parked cars.
3. When parking, park within a few inches of the curb. There is room for two-lane traffic if all parked cars are close to the curb.
4. In order to maintain a safe environment for our students, when dropping off and picking up your students, **PLEASE DO NOT DOUBLE PARK.** You are encouraged to park in the parking lot or on the street. When students come to school, there are designated entrances that students will use in the morning.

Lastly, in the wake of the school violence impacting our schools nationwide, we are attempting to minimize our vulnerability by reducing unannounced visits and/or walk-ins. If you have scheduled business at the school, you will be asked to present identification and sign in with security. If you have an urgent matter requiring the attention of a staff member, you are asked to contact the school prior to your arrival to ensure availability of the staff member required. Unannounced visits will be thoroughly screened and access may only be granted with the consent of the principal and/or his designee. Your cooperation in helping us to provide for the safety of your child(ren) will be greatly appreciated by both the school personnel and parents.

**DAILY HEALTH SCREENING FOR HYBRID STUDENTS:**

Students attending any in-person learning will be required to complete a daily COVID-19 Health Screening on the days that they physically report to school in person. The health survey opens in PowerSchool at midnight each day and must be completed no later than 30 minutes prior to the start of school. Failure to complete the COVID Screening form BEFORE reporting to the school building will significantly delay student admission to the building AND after three (3) non-completions may result in your child being returned to 100% remote instruction.

**ARRIVAL:**

Parents should screen students at home and monitor for fever or any other symptoms that can be caused by Covid-19. Students exhibiting these symptoms will not be permitted to stay at school and parents will be called to immediately pick them up. Please help us by making sure your students are healthy and fit for school before leaving the house.

**Students should arrive at 8:45am. There is no before-school breakfast program. Students will not be admitted into the building early.** Upon arrival all students will be given a health screening and will pick up a “Grab-n-Go” breakfast. Students will proceed to their classroom and during the homeroom period they may eat their breakfast. Students will remain seated behind their plexiglass desk shield while eating.

Students in Kindergarten, First Grade, and Second Grade will enter the school through the rear playground doors. Students in Third Grade, Fourth Grade and Fifth Grade will enter through the main entrance. No parents will be permitted to enter the building to drop off students.

**LUNCH:**

Lunch will be “Grab-n-Go” and students will pick up their lunch at dismissal. Arrangements will be made so that students bring home breakfast and lunch for the days that their cohort is remote. Students are encouraged to bring a bottle of water to school as there will not be snacks provided and the water fountains will not be in use due to safety concerns. Please note, the district will continue to provide “Grab-n-Go” meal distributions every **Wednesday from 1:15pm - 3:30pm.**

**DISMISSAL:**

Dismissal at Mott has often been crowded and challenging. We are asking all parents and guardians to please assist us with implementing these new procedures. First, absent a true emergency, there will be absolutely no early dismissals after 12:30pm. Second, students who walk home without their parent/guardian **must** have a completed walker’s permission slip. This will be strictly enforced. If students are to walk home with siblings, this must be communicated to the school in writing, via the walker’s permission slip. Independent walkers will be dismissed first so that they may leave the school grounds and avoid congregating crowds.

Parents should look for communication from classroom teachers via Class Dojo and Google Classroom for more specific details about dismissal. Generally speaking, dismissal locations are as follows:

<b><u>Kindergarten</u></b> Maldonado Giuliani Marcucci	Exterior Classroom Door
<b><u>Kindergarten</u></b> Robinson	Cafeteria exterior door (playground area)
<b><u>First Grade</u></b> Ekleburg Kennedy Grissom	Tree #1, on the path between the school and the car wash

<b><u>First Grade</u></b> Moro	Lower playground (just outside the cafeteria)
<b><u>Second Grade</u></b> Short Ons	Basketball Courts
<b><u>Second Grade</u></b> Hernandez Gammone	Lower playground (just outside the cafeteria)
<b><u>Third Grade</u></b> Franko	Basketball Courts
<b><u>Third Grade</u></b> Rivera	Upper playground (near the back gate)
<b><u>Third Grade</u></b> Cianciarulo	Lower playground (just outside the cafeteria)
<b><u>Fourth Grade</u></b> Maurice	Basketball Courts
<b><u>Fourth Grade</u></b> Hood Park	Upper playground (near the back gate)
<b><u>Fifth Grade</u></b>	Main entrance
<b><u>Mrs. Costa &amp; Ms. Kunkel</u></b>	Main entrance

**AFTERNOON SESSION:**

Please be reminded that the school day is not over at 1:00pm. Students are expected to return home, eat lunch, and prepare to participate in their afternoon learning activities.

**CHROMEBOOKS:**

Students must come to school with their fully-charged Chromebook. Please help your child have a successful day by making sure that their computer is charged.

We thank you for your flexibility and understanding as we work together to come back to school safely.

Respectfully,  
Wadner Gedeon, Ed. D. Candidate